

## E-Mail ALPERSRU E/99

Subj: ESTABLISHMENT OF BASE DATES AND DATE OF RANK ON ACCESSION TRANSACTIONS

Ref: (a) Source Data Automation II User Manual, HRSICINST M5231.2, Chapter 7  
(b) Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Appendix C  
(c) Coast Guard Personnel Manual, COMDTINST M1000.6A, Article 5.C.14  
(d) ALDIST 299/98  
(e) ALCOAST 062/97

---

**Introduction** When a member enters/reenters the Coast Guard, the PERSRU completes the Entry into the Coast Guard event in SDA-II, in accordance with reference (a). Part of this event is the Endorsement Orders transaction, which establishes the member's Pay Entry Base Date, Active Duty Base Date, and Date of Rank. The purpose of this ALPERSRU is to clarify how the PERSRU should be setting the Pay Entry Base Date, Active Duty Base Date, and Date of Rank.

---

**Discussion** References (b) and (c) provide the rules for computing Pay Entry Base Date, Active Duty Base Date, and Date of Rank. These three dates are important data elements in PMIS/JUMPS as:

- (1) The Pay Entry Base Date is used to determine the longevity rate of the member's basic pay.
- (2) The Active Duty Base Date is used to determine when the member will be eligible for active duty retirement, and is used to compute a member's Time in Service (TIS) for enlisted advancement purposes.
- (3) The Date of Rank is used to compute the member's Time in Pay Grade in Present Rating (TIR) for enlisted advancement purposes.

References (d) and (e) temporarily modify, until 1 October 1999, the procedures in references (b) and (c) for computing Date of Rank.

- Under reference (d), enlisted reservists recalled to extended active duty are entitled to credit for ALL reserve TIR upon entering extended active duty. In other words, enlisted reservists entering on extended active duty through 30 September 1999 retain their Reserve Date of Rank.
  - Under reference (e), and implementing policy guidance from Commandant, prior service Coast Guard petty officers who reenlist in the Coast Guard within three years of separation are credited with their prior active duty TIR. In other words, E-4, E-5, and E-6 Coast Guard members who reenter the Coast Guard within three years of separation, and prior to 1 October 1999, are entitled to credit for prior TIR. (On 1 October 1999, the three-month rule in Articles 5.C.14.b.4.a and 5.C.14.b.4.e will replace the three year reentry rule.)
-

**Examples**  
prior

(1) SN Jones enlists in the Coast Guard on 4 Jan 99. SN Jones had

active duty Navy time from 15 Jun 94 to 31 May 98, and inactive Navy time from 1 Jun 98 to 3 Jan 99. SN Jones' base dates would be computed under references (b) and (c) as follows:

- Pay Entry Base Date: 94JUN15
- Active Duty Base Date: 95JAN18
- Date of Rank: 99JAN04

(2) BM3 Smith enlisted in the Coast Guard on 4 Jan 99. BM3 Smith previously served in the active Coast Guard from 22 Aug 92 to 21 Aug 96 and the inactive Coast Guard from 22 Aug 96 to 21 Aug 98. BM3 Smith held the rank of BM3 from 1 Sep 94 until separation on 21 Aug 96. BM3 Smith's base dates would be computed under references (b) and (e) as follows:

- Pay Entry Base Date: 93JAN04
- Active Duty Base Date: 95JAN04
- Date of Rank: 97JAN13

---

**Action**

PERSRUs shall establish Pay Entry Base Date, Active Duty Base Date, and Date of Rank as prescribed in this ALPERSRU and its references.

In addition to establishing the base dates, in all cases of prior service members entering the USCG/USCGR, the PERSRU shall ensure a request for statement of creditable service is submitted to HRSIC (SES) in accordance with section 5-C-3 of reference (b).

---

**Questions**

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

---

Released by     / /

PAUL GAUTHIER  
Executive Officer